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Memorandum

TO : Director of Logistics

DATE: 8 July 1963

FROM : Chief, Logistics Services Division

SUBJECT: Monthly Activity Report - June 1963

1. Space again was a subject high on the agenda of the Logistics Services Division. The most important happening during the month of June was the guidance given by the DDCI to the DDS on the question whether to rent space for the consolidation of all offices in the Metropolitan area not housed in the Headquarters building or rent space to take care of only those offices quartered in temporary buildings. The DDCI proposed and the DCI endorsed the renting of 500,000 square feet of office space to be located in downtown Washington close to the State Department. This amount of space will allow the consolidation of all office-type activities now spread among several buildings into one location. RE&CD has been charged with the preparation of the necessary letters to GSA requesting the rental of such space.

2. The following is a summary of the major moves completed, underway and yet to be accomplished:

a. OTR and Medical Staff have been evacuated from Ground Floor between C and D corridors to provide space for new computer center.

1. 6,000 square feet of space was prepared on schedule. Preparation for Contractor by Building mechanics included removal of all partitions, closing off doorways with sheet steel, removing tile from floor and general carpenter and electrical work.

2. Contractor started on time and it appears that he will complete his work by 15 July.

3. Target date for evacuation of balance of space by OTR for ADPS is advanced to 1 September. Broyhill building may not be ready until 15 August.

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NO CHANGE IN CLASS. 11
11 DECLASSIFIED
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DATE: 08/10/81 REVIEWER: ☐

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GROUP 1
Excluded from automatic
downgrading and
declassification

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CONFIDENTIAL

SUBJECT: Monthly Activity Report - June 1963

b. Audit Staff and part of Office of Personnel were moved as scheduled to Quarters Eye. Internal moves of Office of Personnel in the Headquarters building involving 90 people will cause an adjustment of our schedule for the move of SR, FE [] Space for SR, FE [] is being prepared as OP people are relocated. Moves should be completed by 15 July instead of 1 July.

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c. Broyhill building plans for occupancy have been completed. Partition plans have been finalized and submitted to GSA. Electrical wiring diagrams caused by partition changes should be completed and passed to GSA by 8 July. The building itself may be ready by 15 August.

d. The move of the Map Library from the []

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[] began on 1 July and should be completed by 19 July.

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e. Eleven of approximately 16 major moves of elements within DDI have been completed. Balance of DDI moves should be completed by 15 August.

f. Rearranging of 7th floor executive space awaits move of ONE off of 7th floor which awaits completion of DDI shuffle. Estimate now 15 August to 1 September.

3. DDS approved the [] machine project. Final specifications are being prepared by RE&CD. Procurement will not be formalized until assurances are given by GSA that they will be able to handle the disposal of the [] product.

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4. GSA has not yet finalized their recommendation to the Fine Arts Commission regarding the color scheme to be used in the painting to be performed in the Headquarters building. They now estimate a submission of their "psychology of color" during the week of 8-12 July 1963.

5. Rugs for the Auditorium have been received and are in the process of being installed. Installation should be completed during the first two weeks of July.

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6. Civil Defense authorities have authorized an issue to the Headquarters building of emergency food and water supplies. It is estimated that 15 trailer loads of supplies will be delivered during the next 30 days. We plan to store these stocks in the basement. Trucking and labor we hope will be furnished by GSA.

7. Storage space at the Headquarters building is now so short, further complicated by the Civil Defense stores, that we are forced to seek furniture and other administrative stock storage elsewhere. Supply Division, therefore, has arranged for us to use the second floor of [REDACTED] as a LSD storage area. We plan to move into that area during July.

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8. Attached are the detailed reports from each of the LSD Branches.



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Distribution:

Orig. - Addressee
1 - LSD (Official)

OL/LSD/[REDACTED] (8 July 63)

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